

# Director of Minority Business Enterprise

\$95,000 - \$111,000

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## Overview

The Virginia Department of Minority Business Enterprise (DBME) is the state's supplier diversity agency. DBME is charged with promoting contracting opportunities to ensure small, women-owned, and minority-owned (SWaM) businesses have access to their fair share of the state's procurement opportunities. Viola O. Baskerville, Secretary of Administration, is leading the search to identify top candidates for consideration by Governor Timothy M. Kaine to direct DBME. If you are an innovative leader with a strong work-ethic, a proven track record of success and a passion for supplier diversity, this may be the perfect career move for you. The ideal candidate will be a self-starter, a problem solver and an excellent collaborator with strong interpersonal skills. Entrepreneurial experience or work with the business community is preferred. Additional details about DBME are available on-line at [www.dmbe.state.va.us](http://www.dmbe.state.va.us). This is an "At-Will" position and is subject to a background check. To ensure full consideration, applications must be received by the Secretary of Administration on or before August 30, 2007 by 5:00 p.m. Visit [www.administration.virginia.gov/OfficelInfo](http://www.administration.virginia.gov/OfficelInfo) for contact information.

## Primary Objectives for Director

1. Create an accurate and reliable data management system to capture and report information on the availability and utilization of SWaM firms in the Commonwealth.
2. Apply knowledge of state government contracting and procurement laws and regulations to achieve maximum results and using best practices to overcome traditional obstacles to SWaM participation.
3. Achieve objectives set by the Governor and Secretary of Administration through means to include: developing strategic relationships, match-making SWaM business with opportunities and assisting with problem resolution as they seek to do business with the Commonwealth.
4. Institute an agency culture of excellent customer service for vendors and state agencies to help facilitate their participation in the SWaM initiative.
5. Implement systemic change that establishes a strong and healthy DBME while creating a new and sustainable procurement climate for SWaM businesses in the Commonwealth.

## Knowledge, Skills & Abilities

### Knowledge of

- Personnel management practices
- Procurement law and practices (including the Virginia Code and regulations)
- Business-process re-design

### Skills

- Produce results in increased contracting with SWaM businesses
- Direct, manage and supervise senior-level and staff-level personnel
- Lead the development of policies, procedures, regulations, guidelines and/or legislation

### Abilities

- Multi-task and delegate appropriately
- Lead and manage effectively
- Problem solve effectively in an organizational setting
- Relate well with the small, woman and minority-owned business community, senior government officials and with the general public
- Build a strong team environment

### Education & Experience

- Bachelor's degree required
- Advanced degree in business, public administration or law desirable
- Minimum of 7 years relevant experience with successful results
- Entrepreneurial experience